

February 26, 2015

## Requirements for the Assistant Adult and Community Education Director Certificate (068)

**You will be eligible for a one-year nonrenewable conditional certificate as an Assistant Adult and Community Education Director upon completion of Section A.**

**For a five-year professional certificate, you must complete all of Section A and Section B. You will need to meet Section C. at the end of your first five-year professional assistant adult and community education director's certificate.**

<b>Section A:</b>
1. Bachelor's degree conferred
2. One year of satisfactory public or private teaching experience or one year of equivalent teaching experience in an instructional setting that includes a minimum of 1000 teaching hours
3. Criminal history record check approval – based on fingerprints
<b>Section B:</b>
<b>Approved internship for an assistant adult and community education director</b>
1. Completion of a graduate level state-approved assistant adult and community education director administrator internship program for a minimum of fifteen weeks
2. Completion of one school year as a certified assistant adult and community education director or an assistant adult and community education director out-of-state
3. Completion of a mentorship plan for an assistant adult and community education director approved by the Maine Certification Office, with duration of the plan being a minimum of one academic year.
<b>SECTION C:</b>
Teaching exceptional students in the regular classroom (3) ***
<b>NOTE: The number in ( ) indicates the number of semester hours required.</b>

**If this requirements list is more than two years old, please contact the certification office, as the requirements may have changed.**

Fingerprint schedule on web site [www.identogo.com](http://www.identogo.com)

\*\*\*These credits may be earned through coursework or through completion of an approved in-service program taken since July 1975 and approved by the Maine Department of Education's Certification Office. This requirement may not be met through experience.